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**Albuquerque – Santa Fe Federal Executive Board**

November 4, 2004

Dear

You are commended for wanting to participate in the mediation process. The goal of mediation is to help people improve their future relations and gain confidence in handling conflicts. It takes courage to resolve conflict and we hope that the mediation process will bring a greater understanding and empathy of each party's point of view.

The Federal Executive Board's (FEB) Shared Neutrals Program provides mediation services to Federal Government employees in an effort to provide an alternative to a formal grievance, EEO complaint, Merit Systems Protection Board Appeal or any other type of litigation to reduce the time, monetary and emotional costs to the parties involved. Our volunteer mediators strive to provide a relaxed, confidential and safe environment for the parties to talk to one another. We are convinced that resolutions arrived by the parties themselves, through mediation, can provide a win/win outcome. The FEB Shared Neutrals Program provides this service as an alternative. It does not in any way replace or alter your legal rights or your opportunity to go forward with a formal proceeding, if that should become your choice.

\_\_\_\_\_ and \_\_\_\_\_ will serve as co-mediators for your mediation. The mediation is scheduled for \_\_\_\_\_, beginning at \_\_\_\_ a.m./p.m., in \_\_\_\_\_, Albuquerque, NM. [Directions: \_\_\_\_\_ If you need further directions, please call the \_\_\_\_\_ at 505-\_\_\_\_\_.]

We have found that parties who come to mediate fully prepared and informed are more likely to have a positive experience to arrive at viable resolutions. There are only six (6) documents you will see in the mediation process. Three of them are enclosed for your review.

- What is Mediation – An introduction to mediation
- FEB's Mediation Program Information – An explanation of our mediation process
- Pre-Mediation Questionnaire, Dispute Clarification Tool – A tool designed to assist participants focus on preparing for the mediation process in order to optimize the time spent in the mediation event

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The other three (3) documents, Agreement to Participate in Mediation, the Settlement Agreement, and the Participant Survey will be given to you and explained at the mediation event. You are welcome to see these forms ahead of time by going into FEB's webpage, address: [www.feb.albuquerque-santafe.gov](http://www.feb.albuquerque-santafe.gov) . Click FEB's Shared Neutral Program and review all of our forms.

Please call me at \_\_\_\_\_, if you have any questions on the mediation process.

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3 Enclosures:

- 1 – What is Mediation (2 pp.)
- 2 – FEB's Shared Neutrals Program Mediation Program Information (1 p.)
- 3 – Pre-Mediation Questionnaire (5 pp.)

cc:

\_\_\_\_\_, Mediator  
\_\_\_\_\_, Mediator